

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: Corrections Division / Facilities Operations	Reference Number: IIA03-0001 (203.05)	Revises Previous Effective Date:
Subject: Official Operating Capacities		9/01/04
Authority: Bryson/Jacobs	Effective Date: 04/17/15	Page 1 of 3

I. POLICY:

- A. All buildings shall conform to security requirements of inmates housed therein and the requirements of the State Fire Marshall.
- B. Official operating capacities are established by the Commissioner and maintained by the Corrections Division Director. No change may be made to a facility's official operating capacity without the express written authorization of the Corrections Division Director or designee.
- C. A list of official facility capacities will be published as needed and at least semi-annually by the Corrections Division Director or designee. This is the only official list of the Georgia Department of Corrections facility operating capacities. Unless expressly authorized by the Corrections Division Director or designee, information regarding official facility capacities will only be released to agencies or individuals outside the Georgia Department of Corrections by the Corrections Division Director or designee.

II. APPLICABILITY:

All state prisons, private facilities, county correctional institutions, transitional centers, inmate boot camps, probation detention centers, probation diversion centers and probation boot camps.

III. RELATED DIRECTIVES:

- A. GDC Rules: 125-1-2-.01, 125-2-2-.01, and 125-2-2-.02.
- B. ACA Standards: 3-4126.

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IV. DEFINITIONS:

NONE.

V. ATTACHMENTS:

NONE.

VI. PROCEDURE:

A. Official Facility Operating Capacities:

1. Official operating capacities will be established by the Commissioner and maintained by the Corrections Division Director or designee.
2. A list of official operating capacities will be published by the Corrections Division Director and distributed to all facilities at least semi-annually and as needed. This is the only official list of facility operating capacities.
3. At least once every three years, a physical count will be made of all beds within all GDC facilities. Once the official operating capacities are established by the Corrections Division Director or designee, the Warden or Superintendent of the facility is responsible for maintaining that number of beds.
4. All changes to official operating capacities must be made in writing to the Corrections Division Director and written approval must be given and received by the Warden or Superintendent before the capacity can be changed. In case of emergency action, verbal authorization is sufficient but must be followed up in writing immediately after the emergency is resolved.

B. Facility Changes or Modifications:

1. Prior to any structural or programmatic modifications to the configuration of space and

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inmate population, a written request must be submitted to the Corrections Division Director.

2. Any changes to the facility's official operating capacity either before or during construction resulting from the construction and/or renovation process must be coordinated with the Corrections Division Director in advance.